

COMMISSION MEETING MINUTES
September 14, 2004

The meeting of the Maryland Commission on Human Relations was called to order on Tuesday, September 14, 2004 at 10:10 a.m. in Baltimore, Maryland.

Present	Thomas Owen, John Hermina, Barbara Dezmon, Norman Gelman, Peter Lee and Pamela Scarbro.
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APPROVAL OF THE MINUTES	The following should be added as a result of Commissioner Gelman's change: page 1, paragraph 6, line one after the word "Director," Commissioners Gelman, Allen and other senior staff attended a meeting with Ms. Lori Valentine, the Legislative Liaison..... The minutes were accepted as corrected by Commissioner Gelman.
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CHAIRPERSON'S REPORT	Commissioners received copies of the Chairperson's Report (See attached).
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Meeting with the Lieutenant Governor	Chairperson Owen informed Commissioners that he has called and sent emails to the Lieutenant Governor's office regarding the scheduling of a meeting. The Lieutenant Governor's contact person wanted a list of items to be discussed at the meeting.
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EXECUTIVE DIRECTOR'S REPORT	Commissioners received copies of the Executive Director's Report (See attached).
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Community Outreach/Education Unit Strategic Plan	The Public Affairs Coordinator informed Commissioners that minor changes had to be made to the Strategic Plan.
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Annual Report	The Public Affairs Coordinator informed Commissioners that the Annual Report would be mailed to Commissioners for review.
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Deaf Awareness Week	Commissioners received a flyer regarding Deaf Awareness Week Open House sponsored by the Office of the Deaf and Hard of Hearing (See attached).
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**DEPUTY DIRECTOR'S
REPORT**

Commissioners received copies of the Deputy Director's Report (See attached).	
EEOC Contract	The Deputy Director informed Commissioners that the EEOC contract was increased this year. This contract will be increased by 42 cases, which would give MCHR additional funds.
Case Processing Report	Commissioner Gelman inquired as to why the number of cases transferred out is so low this month. The Deputy Director informed Commissioners that when MCHR gets to the end of the EEOC contract MCHR has to stop submitting closures because MCHR will not get paid for those closures. MCHR continues to perform but cases are not submitted to EEOC.

**ASSISTANT
DIRECTOR'S REPORT**

Fiscal Year 2005 Budget	The Assistant Director informed Commissioners that MCHR's spending is on target for fiscal year 2005.
Fiscal Year 2006 Budget	MCHR's fiscal year 2006 budget proposal has been submitted to the Governor's office. The Department of Budget and Management's Budget Analyst will review the proposal. The agency now has the opportunity to submit a budget enhancement proposal by September 30, 2004. The agency can request restoration of programs and/or items that are scheduled to be cut in the FY 2006 budget. Commissioner Scarbro moved that MCHR make a commitment to apply for the Governor's restoration plan. Motion was seconded by Chairperson Owen. Motion passed unanimously.
Disclosure of Information Regarding FY 2006 Budget Request	The Assistant Director informed Commissioners that agencies received a memo from the Acting Executive Director of Budget and Management regarding disclosure information regarding the FY 2006 Budget Request. The memo states that information regarding the FY 2006 Budget Request should only be shared with the Governor or the Department of Budget and Management (See attached).
Information Technology Unit	The Information Technology Manager informed Commissioners that they should respond to constituent emails through MCHR's email rather than their personal email.

GENERAL

Commissioners received copies of the General Counsel's Report

COUNSEL'S REPORT (See attached). The General Counsel informed Commissioners that an employment case was settled.

The General Counsel informed Commissioners that the Regulation Evaluation will be held next year and that Commissioners will have to review the regulations to determine if MCHR may need to change or amend them. The evaluation process will be discussed further during the October meeting. Commissioners will receive copies of the Work Plan at the October meeting. The Work Plan has to be filed by October 1, 2004 to begin the evaluation process.

NEW BUSINESS

Responding to Emails

Commissioner Scarbro inquired as to how Commissioners should respond to email. It was agreed that Commissioners would acknowledge the email message, and state that it will be referred to the Executive Director. As discussed earlier, MCHR email should be used in order to maintain privacy.

Chairperson Owen would like Commissioner discussions regarding 1) what items would require the input of all Commissioners; and 2) what items can be decided upon by the Commissioners who are in attendance at meeting.

Holding Public Hearings

Commissioner Dezmon believes that the Commission should once again conduct public hearings to revisit cases of discrimination, housing and public accommodations at key locations throughout the state. It was agreed that this would be a topic on the agenda at the October meeting.

Commissioner meeting adjourned at 12 p.m.

Barbara Wilson